

MUNCIE PUBLIC LIBRARY

JOB DESCRIPTION FOR PROGRAM DIRECTOR

Hours: 40 hrs (full-time)

Salary: \$19.21 per hour grant funded

PRIMARY JOB FUNCTION

Promotes and provides supportive and supplemental educational programs to at-risk grade 1-5 school children with an emphasis on reading, math, study strategies and citizenship skills.

ESSENTIAL JOB FUNCTIONS

Plans, develops, writes and implements curriculum and individual educational plans in accordance with educational goals, students' abilities and Indiana Academic Standards.

Manages student behavior to encourage best possible student educational experience.

Monitors, prepares and submits appropriate documentation and reports on program and on student progress.

Initiates, develops and maintains positive working relationships with school corporations, human service agencies and other community resources to promote and facilitate Library use by children and youth.

Selects, supervises, trains and evaluates employees, volunteers and/or work study students.

Provides excellent service to Library customers, students, parents and school system.

Actively promotes Library services, books and programs.

Creates and maintains an environment conducive to learning.

Works collaboratively with Youth Services employees to integrate programs into the mission of the Library.

Assists customers in branch Youth Services department as assigned.

Maintains State of Indiana Teacher's License.

OTHER JOB DUTIES

Coordinates with bus service and parents for transportation of students to and from Library programs.

Participates on committees.

Attends required training and employee meetings.

WORKING CONDITIONS

Classroom and library setting with no substantial exposure to adverse environmental conditions other than dust, mold and dryness. Unusual fatigue factors may be present due to behavior management in a classroom environment. Exposure to adverse weather conditions while traveling. Occasional protracted or irregular working hours.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of teaching methods, curriculum, and educational programs designed for students with at-risk students and special need children pre-kindergarten through fifth grade.

Knowledge and ability to evaluate, design, and implement curriculum, testing and/or teaching methodologies.

Knowledge of acceptable and effective behavior management techniques.

Skills in teaching and facilitation.

Ability to work collaboratively with co-workers, school employees, community resources and parents.

Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.

Ability to gather data, compile information and prepare reports.
Ability to give/receive verbal, auditory and written communications in person, over telephone and by email.
Knowledge or ability to quickly learn the Dewey Decimal Classification system.
Knowledge or ability to quickly learn Library database.
Alphabetical and numerical filing skills.
Skills in basic mathematical and statistical calculations.
Basic computer skills including use of mouse, keyboard, Windows and peripheral equipment.

PHYSICAL DEMANDS

Sufficient mobility to access work areas, indoors and outdoors as required.
Alternatively standing and sitting for long periods of time.
Sufficient dexterity to manipulate keyboards, mouse and other library equipment.
Occasional lifting of materials weighing up to 10 lbs laterally, to and from floor, waist and overhead heights.
Occasional carrying of materials weighing up to 10 lbs.
Occasional pushing of loaded book carts weighing up to 150 lbs.
Frequent bending, kneeling and stooping.
Frequent reaching, handling and fingering.
Use of arm and leg muscles for extended periods of time.
Visual acuity to distinguish letters, words and numbers.
Unimpeded auditory perception of spoken word and alarm sounds.
Occasional accessing of various shelf heights.

EQUIPMENT USED

PC	Electronic scheduling software	Glue
Keyboard	Word processing software	Paper cutter
Mouse	Spreadsheet software	Scissors
Printer	Desktop publishing software	Totes
Photocopier	Email	Calculator
Fax	Telephone system	Broom
Craft materials		

MINIMUM QUALIFICATIONS

Bachelor degree in elementary and/or special education and current Indiana teaching license required.
Experience working with at-risk children preferred. Basic computer skills including Windows, use of mouse and keyboarding required. Knowledge of age appropriate computer applications for first through fifth grades desired.

JOB CODE: 400

EFFECTIVE DATE: 7/17/2013

Muncie Public Library is an equal opportunity employer and committed to diversity.

This job description contains information necessary to evaluate and distinguish it adequately from other jobs. The job duties may change at the discretion of management, and an employee may be asked to perform duties that are not listed above. The job description does not constitute a contract between an employee and MPL.